

Updated Dec. 20, 2018



FRYSC Counts!

USER'S GUIDE

Division of Family Resource and Youth Services Centers
CABINET FOR HEALTH AND FAMILY SERVICES

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Introduction

FRYSC Counts! is a data collection system for Kentucky Family Resource and Youth Services Centers. The system is currently in development. Currently, there are five sections available within the system to track District Information, Center Information, Action Components, Training and Professional Development, and Impact Reports.

Each section is planned to move to production in the following order:

- **District**
 - [Development complete](#)
 - Contact information for district level personnel
 - District level document uploads
- **Center**
 - [Development complete](#)
 - Contact information for center level personnel
 - Supplemental center information
 - Student free and reduced lunch counts (import from KDE through Infinite Campus)
 - Center level document uploads
- **Action Components**
 - [Development complete](#)
 - Center action components for a two-year planning cycle
- **Professional Development Tracking and related documentation**
 - [Development Complete](#)
 - Professional development tracking
 - Approved trainings list
 - Training request forms
- **Impact Reports**
 - [Development Complete](#)

- **Budget**
 - Development in progress
 - Budget Form
 - Budget Changes
 - Requests for Purchases and Subcontracts
 - Automated emails to RPM upon submission and coordinator upon approval
- **Reports**
 - Development in progress
- **Service Tracking for Unenrolled**
 - Born Learning
 - Unenrolled Preschool Population
 - General Unenrolled
- **Best Practices**
 - Searchable statewide by component or key word(s)
- **Success Stories**
- **Center Operations**
 - Will not be used until the 2020 continuation program plan cycle.
- **Advisory Council Listing**
 - Will not be used until the 2020 continuation program plan cycle.

Accessing FRYSC Counts!

For new coordinators, assistants, or district contacts needing access to FRYSC Counts!:

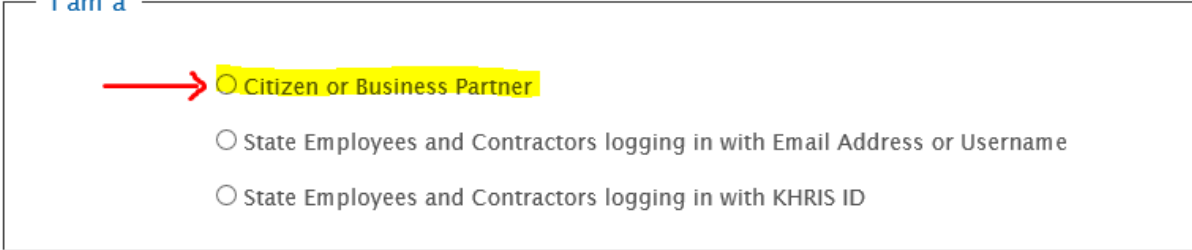
- Sign up for a KOG account: <https://kog.chfs.ky.gov/>.
- After this, please send the following to Katie.Morris@ky.gov or Tonya.Cookendorfer@ky.gov:
 - Email address
 - Title/Role
 - School District
 - Name of center for which you need access (center staff only)
- You will receive an email invitation with a link to “complete the process”.

ACCOUNT TYPE

Note: KOG has added a screen to ask your account type. If you are a coordinator or other school district staff, you will choose the first option: Citizen or Business Partner. If you choose either of the other two options, you will be routed to the wrong sign-in screen and your login will not be recognized.

Welcome to the Kentucky Online Gateway

I am a

- 
- ☒ Citizen or Business Partner
 - ☐ State Employees and Contractors logging in with Email Address or Username
 - ☐ State Employees and Contractors logging in with KHRIS ID

Password Resets

KOG passwords will expire after ninety (90) days. There are two ways to reset your password.

Option 1:

Click FORGOT PASSWORD and provide your username and email address. You will receive an email with a link to reset your password. Some users have provided a mobile number that may be used instead of email.

SECURITY QUESTIONS:

If you have never set your security questions, the default answer to the city question is "City", and the default answer to the pet question is "Pet".

Option 2:

Email KOGHelpDesk@ky.gov to request a password reset link. This link will allow you to bypass the security questions.

Navigating the System

This user's guide will be updated regularly to include new developments.

Prior to login, you may be asked to specify your type of account. All FRYSC coordinators and district contacts should choose the first option: **CITIZEN**.

The Home Screen

Center staff access

Coordinators and other center staff will have access to all, with the exception of the district tab.

District staff access

District contacts and other approved district level staff will have access to district information and all center-level entries within the specified district.



The District Page

All district contacts and those with district level access are able to navigate to the district page, make changes to the contact information and upload documents to the district page. **(Figure 1)** To locate the district page, scroll to the bottom of the page where you should see your school district name. If you do not see the district name, choose your district from the search menu

and click DISTRICT SEARCH. Beside the district name you will see two links: VIEW/EDIT, which will take you directly to the district page and DOC LIST, which will take you to the list of all documents associated with the district and allow you to upload new documents.

(Figure 1-District Search)

Home District Center Action Component Maintenance Monthly Reports

Create New District

School District Search

School District

Region

District Search

Display 10 records

[School District Extract to Excel](#)

District Id	School District	Region	County	Status	View/Edit	Doc List
1	Anderson County	Region 5	anderson	Active	View/Edit	Doc List

The Center Page

Click the Center tab at the top of the page. **(Figure 2)** To locate the center page, scroll to the bottom of where you should see your center name (or multiple center names for those with district access). Beside the center name you will see two links: VIEW/EDIT, which will take you directly to the center page and DOC LIST, which will take you to the list of all documents associated with the district and allow you to upload new documents. You may also click VIEW/UPLOAD DOCUMENTS at the bottom of the center page to view the DOC LIST.

(Figure 2-Center Search)

Home District **Center** Action Component Maintenance Monthly Reports

Create New Center

Center Search

Center Name

School District

Region

Center Status

Center Search

Center Information Extract to Excel

Display 10 records

Center Id	Center	Region	School District	Status	View/Edit	Doc List
1	C.O.P.E. Center YSC	Region 1	Caldwell County	Active	View/Edit	Doc List
2	H.O.P.E. Center FRC	Region 1	Caldwell County	Active	View/Edit	Doc List

The center coordinator is asked to keep all fields on the center page current to ensure that the Division of FRYSC has the correct contact information at all times. Navigate to the center page by clicking VIEW/EDIT and make the needed changes, then **(FIGURE 3)** scroll to the bottom of the page and click SAVE.

(Figure 3-Save)

Back to Center List View/Upload Documents Print **Save**

Document Uploads

To upload a document, click DOC LIST on the main center screen, or VIEW/UPLOAD DOCUMENTS at the bottom of the center page.

(Figure 4) To upload a file

- browse for the file on your computer
Depending on the browser you use, the screen view may vary slightly from the screen shot below.
- type a *detailed* document description
Include enough information so that anyone viewing the list will know what is contained in the file without opening it.
- Click "Upload"

You may also Open/Save files existing files or sort by document description, document type, or date uploaded (default) by clicking the arrows next to the appropriate column heading.

(Figure 4-Document Uploads)

Doc Desc	Doc Type	Person Uploaded	Date Uploaded	Open/Save
FY18 Budget Change Approval	application/msw...	teresa.dixon	3/15/2018	Open/Save
FY18 Budget Amendment approval	image/jpeg	denise.pool	2/15/2018	Open/Save
FY18 Budget Amendment #1	application/vnd...	denise.pool	2/15/2018	Open/Save
CPP 19-20 AC Assurances	image/jpeg	denise.pool	1/30/2018	Open/Save

For file deletions, please contact your FRYSC Regional Program Manager.

Action Component

To view or enter action components, click the Action Component tab at the top of the screen. Those with district level access will need to filter for the center action components they would like to view using the Action Component Search. **(Figure 5)** Select the school district and/or center name, then click Action Component search.

Center coordinators should automatically see all components associated with the center at the bottom of the page. If components are not populating correctly, leave all search criteria blank, then click Action Component Search to refresh the screen.

(Figure 5-Action Component Search)

Home District Center **Action Component** Maintenance Monthly Reports

Create New Action Component

Action Component Search

Region - Select a region -

School District - Select School District -

Center - Select Center -

School Year - Select School Year -

Action Component - Select Action Component -

Status - Select Status -

Action Component Search

(Figure 6) The action components associated with the center will display at the bottom of the screen.

(Figure 6-Component List)

Display 10 records

School District	Center	School Year	Action Component	Amendment	Status	Date	Activity
Barbourville Independent	The Tiger Center FRYSC	2018 - 20	Optional #2	Original	Saved	5/1/2018	View/Edit
Barbourville Independent	The Tiger Center FRYSC	2018 - 20	Optional #1	Original	Approved	5/1/2018	Amend View/Edit
Barbourville Independent	The Tiger Center FRYSC	2018 - 20	Career Exploration and Dev	Original	Approved	5/1/2018	Amend View/Edit
Barbourville Independent	The Tiger Center FRYSC	2018 - 20	FIT (Families in Training)	Original	Approved	4/19/2018	Amend View/Edit
Barbourville Independent	The Tiger Center FRYSC	2018 - 20	Health Services or Referrals to Health Services	Original	Approved	4/18/2018	Amend View/Edit
Barbourville Independent	The Tiger Center FRYSC	2018 - 20	After School Child Care	Original	Approved	4/18/2018	Amend View/Edit

To view or edit an action component that has not yet been approved by your Regional Program Manager, click VIEW/EDIT to the right of the component. **(Figure 7)** Component details are located at the top of the screen and include the action component name, goal of component, Protective Factors, and the Needs Assessment Data Summary. Below the component details you will see the Activity Details.

(Figure 7-Activity Details)

[Add Activity Detail](#)

Activity Details			
Desired Outcome	Activity with Timeline	Collaborative Partners	
1) Student attendance percentages will increase and maintain at 95% by grade and district levels.	a) FRYSC Coor. will serve on the district Attendance Team which meets at least monthly to target and address student/family attendance issues. (during school terms)	District Attendance Team (A Team)DPP, FRYSC Coor., District Social Worker, school counselors	Edit
"	b) FRYSC Coor. will make calls and home visits as needed based on attendance protocols to address needs of students at risk of truancy. (during school terms)	A Team members	Edit
"	c) FRYSC Coor. will have open and ongoing communication with teaching staff to address attendance concerns for specific students. (during school terms).	A Team, teaching staff	Edit
2) Students at all grade levels will have access to needed school supplies at no cost.	a) School supply areas will be stocked and maintained year round at FRYSC sites and tracked with a sign out log.	FRYSC Coor. and support staff.	Edit
"	b) Community resources will be utilized for school supply donations for back to school and year long needs (ongoing).	FRYSC Coor., community businesses, area churches, private donors	Edit
"	c) FRYSC general supply funds can be utilized if needed to restock supplies (back packs, binders, etc.)(ongoing)	FRYSC Coor., and support staff, up to \$500 from FRYSC grant.	Edit

(Figure 8) To edit activity details, click the green EDIT button to the right of the component. The display will change and allow you to edit the text. Make the changes, then click SAVE.

(Figure 8-Edit Activity Detail)

The screenshot shows a web form titled "Edit Activity Detail" with a close button (X) in the top right corner. The form is divided into several sections:

- Desired Outcome (Expected Benefit):** A text area containing the text: "2) Students at all grade levels will have access to needed school supplies at no cost."
- Activity with Timeline:** A text area containing the text: "a) School supply areas will be stocked and maintained year round at FRYSC sites and tracked with a sign out log."
- Collaborative Partners (w/fund source and cost):** A text area containing the text: "FRYSC Coord. and support staff."
- I, NI, PI:** A dropdown menu with the text "- Select -" and a downward arrow.
- Evaluated:** A dropdown menu with the text "- Select -" and a downward arrow.
- If not implemented, briefly, why?:** An empty text area.
- Did this activity have the intended impact?:** A dropdown menu with the text "- Select -" and a downward arrow.

At the bottom right of the form are two buttons: "Cancel" (blue) and "Save" (green).

For assistance with component or activity detail deletions, please contact tonya.cookendorfer@ky.gov or katie.morris@ky.gov.

Action Component Amendments

After the Original action components have been entered and saved, the Regional Program Manager will approve each one. The component list will indicate whether the approval has been made. See **Figure 9** below with the column labeled STATUS.

Status – <i>Saved</i>	Changes may continue to be made by clicking VIEW/EDIT.
Status – <i>Approved</i>	The Original component is locked for editing. In order to make changes, an amendment will need to be submitted by clicking AMEND.

(Figure 9-View/Edit and Amend)

Display 10 records

School District	Center	School Year	Action Component	Amendment	Status	Date	Activity
Barbourville Independent	The Tiger Center FRYSC	2018 - 20	Optional #2	Original	Saved	5/1/2018	View/Edit
Barbourville Independent	The Tiger Center FRYSC	2018 - 20	Optional #1	Original	Approved	5/1/2018	Amend View/Edit
Barbourville Independent	The Tiger Center FRYSC	2018 - 20	Career Exploration and Dev	Original	Approved	5/1/2018	Amend View/Edit
Barbourville Independent	The Tiger Center FRYSC	2018 - 20	FIT (Families in Training)	Original	Approved	4/19/2018	Amend View/Edit

Upon clicking Amend, you will be prompted with the message below. Click YES to continue.

(Figure 10-Confirm Amendment)

Confirm Amendment

Are you sure want to Create Amendment for following Action Component?

School Year	2018 - 20
Action Component	Career Exploration and Dev
Center	The Tiger Center FRYSC
School District	Barbourville Independent

No Yes

Process for amending an action component:

1. Meet with the center Advisory Council to discuss the amendment.
Ensure that the discussion is documented in meeting minutes.
2. Click AMEND next to the appropriate component in FRYSC Counts.

(Figure 11 – Create FRYSC Request Form)

Is this an amendment? ☒ Yes ☐ No

Create FRYSC Request Form

Request #	Estimation Cost

I certify that this change was discussed and documented in Advisory Council minutes ☐ Yes ☐ No

Add FRYSC Request Form

School Year: 2018 - 20

Request #: 1

Region: Region 9

School District: Barbourville Independent

Center: The Tiger Center FRYSC

Coordinator Email: brandon.hillard@bville.kyschools.us

PhoneNumber: 606-546-3338

Estimation Cost: \$300.00

Type Of Request:

- ☐ Single item purchase of \$500 or more
- ☐ Subcontracts of \$1,000 or more
- ☐ Purchases of goods of \$1,000 or more
- ☐ Budget Change #
- ☒ Action Component, revision #
- ☐ Center Operations, revision #
- ☐ Other

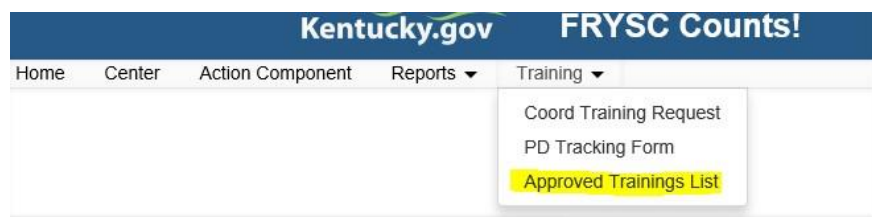
	<div><div><div>Explanation/Justification</div><div>Please provide all details relating to the action component amendment, including details of associated cost.</div></div><div><div>→</div><div>Save</div><div>Cancel</div></div></div> <p>Following the entry of the FRYSC Request form, you will notice the Request #, Estimation of Cost, and a link to View/Edit the Request form.</p>						
3.	Make the appropriate edits/additions to the activity details.						
4.	<p>Certify that the change was discussed and documented in Advisory Council Minutes.</p> <div><table><thead><tr><th>Request #</th><th>Estimation Cost</th><th></th></tr></thead><tbody><tr><td>1</td><td>300.00</td><td>View/Edit</td></tr></tbody></table><div><div>I certify that this change was discussed and documented in Advisory Council minutes</div><div><input type="radio"/> Yes <input type="radio"/> No</div></div></div> <p>Without this certification, the amendment process will not move forward. When you click YES on the certification, the SUBMIT button will appear.</p>	Request #	Estimation Cost		1	300.00	View/Edit
Request #	Estimation Cost						
1	300.00	View/Edit					
5.	<p>Click SUBMIT to submit the amendment.</p> <div><div>Back to List</div><div>Submit</div><div>Print</div></div> <p>This will generate an automated email with details of your amendment request to your FRYSC Regional Program Manager. After the RPM approval is made, an automated email will be sent to the person who submitted the amendment request.</p>						

TRAINING TAB

The Training tab became active on Sept. 26, 2018. There are three separate sections for coordinators on this tab: Coordinator Training Requests, PD Tracking Forms, and the Approved Trainings List (with codes).

NAVIGATION BAR – APPROVED TRAININGS LIST

(Figure 12 – Navigation bar and approved trainings list)



The list of approved trainings is now ONLY accessible in FRYSC Counts. Clicking the “Approved Trainings List” link will yield the current approved list with codes in an Excel spreadsheet.

COORDINATOR TRAINING REQUESTS

With this rollout, you will also begin to submit requests for training approval by clicking “**Coord Training Request**”. When you submit a request, an automated email will be sent to the Training Director. When action has been taken on the request, the submitter will receive an automated email and will be able to view the status. When approved, the training will be assigned an automated code and will immediately appear in the approved trainings list.

STATUS COLUMN:

- Saved** (completed form but NOT submitted to training director)
- Submitted** (Submitted to training director but not approved yet)
- Need more information** (Training director needs something more)
- Approved** (Training is approved and code assigned)

(Figure 13 – Coordinator Training Requests)

Display 10 records

Training Name	Submitter	Training Date	Approval Code	Status	Activity
Sources of Strength	[REDACTED]	11/7/2018		Saved	View/Edit
Sex Trafficking	[REDACTED]	11/15/2018		Submitted	View/Edit
KSIS Training-Interchange 2018	[REDACTED]	12/11/2018		Saved	View/Edit
Family Thrive Training	[REDACTED]	9/26/2018		Saved	View/Edit
Educator's Day	[REDACTED]	11/2/2018		Need More Information	View/Edit
When All Give, All Gain: Improving the Odds to Overcome Vulnerability and Prevent Poverty	[REDACTED]	10/30/2018	1451819	Approved	View/Edit
INTERNATIONAL BULLYING PREVENTION CONFERENCE	[REDACTED]	11/5/2018	1461819	Approved	View/Edit

Professional Development Tracking Forms

You may complete the PD tracking form throughout the year as you attend trainings, clicking SAVE each time. At the end of the year when you have completed the form, you will SUBMIT. Please note: once you submit, no further changes can be made to the form. Your first step will be to click **ADD PD**, which will open the PD tracking form.

(Figure 14 – PD Tracking Form)

Coordinator - PD Tracking Form

Display 10 records

School Year	Submitter	Status	Activity
-------------	-----------	--------	----------

An important feature of the PD tracking form is the **SEARCH** button. It is an important training issue that we will reiterate. **The form is designed for you to first enter the approval code in the space provided, then click SEARCH.** When you do this, the details of the training will populate as it appears in the approved trainings list. District trainings without approval codes may be entered manually.

(Figure 15 – PD Tracking – Enter Approval Code then SEARCH)

Required Statewide Trainings

Type Of Training	Training Date	Training Name	Domain	Credit Hours	Approval Code	Action
Victory over Violence	08/30/2018	Victory over Violence	Social & Emotional Needs	6	0081819	Search
Fall Institute	08/30/2018	Fall Institute	Center Operations	6	0821819	Search

Regional & Other Trainings

Type Of Training	Training Date	Training Name	Domain	Credit Hours	Approval Code	Action
District	08/30/2018	2018 Regional Teac	Educational System & Academic	7	0131819	Search
Other	08/30/2018	Ron Clark Academy	Educational System & Academic	12	0011819	Search
Other	08/30/2018	2018 Regional Teac	Educational System & Academic	7	0131819	Search
Other	08/30/2018	Early Childhood Inst	Child/Youth Health and Developm	12	0021819	Search

IMPACT REPORTS

The Impact Report tab is slated for rollout on Nov. 8, 2018. For the moment, it is a standalone tab, but with future rollouts, it will be combined with Best Practices and Success Stories.

As you collect data and document outcomes, you may enter the Impact Report(s) throughout the year. Please SAVE each time until you feel certain it is ready to SUBMIT. No further changes can be made after you click SUBMIT.

(Figure 16 – Create Impact Report)

The screenshot displays the FRYSC Counts! web application interface. The top navigation bar includes the Kentucky.gov logo, the title 'FRYSC Counts!', and a user welcome message. The main navigation menu contains links for Home, Center, Action Component, Reports, Training, and Impact Report (which is circled in red). A red arrow points from the 'Impact Report' link to a 'Create Impact Report' button. Below this button is the 'Impact Report Search' section, which contains four dropdown menus for School Year, Region, School District, and Center, each with a placeholder text '- Select [option] -'. An 'Impact Search' button is located at the bottom of this section.

The Impact Report questions have not changed. Entry should be pretty straightforward and familiar.

(Figure 17 – Create Report Entry Screens)

Create Impact Report

School Year

- Select School Year -

* Region

Region 9

* School District

Barbourville Independent

* Center

The Tiger Center FRYSC

* Center Type

☐ FRC
 ☒ FRYSC
 ☐ YSC

What was the name of the intervention, service or activity?

(Add a very brief description if the type of program is not clear. For example, "Wildcat Club --- after school community service.")

How was the impact/outcome measured?

Survey

☐ Pre and Post
 ☐ Post only

Academic Comparison (reading scores, other assessments)

☐ Pre and Post
 ☐ Post only

Non-Academic Comparison (attendance, discipline, graduate rate, etc.)

☐ Pre and Post
 ☐ Post only

Other (please specify)

Check if any of the following resulted from the provision of this program or service. If none, please leave blank

☐ Creation of a new school or community resource
 ☐ Intervention resulting in change in personal/family situation
 ☐ Expansion of an existing program
 ☐ Additional funding or community support to sustain a program

Component this program/service/activity addresses

- Select Action Component -

Categories your outcome best fits: (choose no more than 3)

☐ Educational support
 ☐ Student Health
 ☐ Basic needs
 ☐ Kindergarten readiness
 ☐ Community Involvement
 ☐ College and career readiness
 ☐ Parent/caregiver involvement
 ☐ Social emotional support
 ☐ Attendance
 ☐ Peer support/conflict resolution
 ☐ Graduation rate
 ☐ School culture/climate
 ☐ Student achievement

Other (Please specify)

In which of the following does your impact/outcome demonstrate change? (choose all that apply)

- ☐ Behavior
- ☐ Skill
- ☐ Achievement
- ☐ Knowledge
- ☐ Situation
- ☐ Parent/caregiver involvement
- ☐ Attitude
- ☐ Community or school

Other (Please specify)

BEFORE -- What was the demonstrated need before the intervention/service/activity? (Be sure to include baseline data and targeted population.)

AFTER --- Describe the impact/outcome of the intervention/service/activity. (Be sure to include a description of the intervention, your center's specific involvement/contribution, data, and if applicable, the number of individuals impact.)

Important: In the BEFORE and AFTER fields there is now a **2,000 character MAXIMUM**. If you exceed this, you will not be able to save or submit until the character count falls within the acceptable range.

Approximately 15 of the 850 Impact Reports submitted in the previous year exceeded this number of characters, so please be mindful as you plan your submission.

After you click SAVE or SUBMIT, the **PRINT** button will appear. This will produce a PDF file that can be saved or printed.

(Figure 18 – View or edit previously saved/submitted Impact Reports)

Create Impact Report

Impact Report Search

School Year: - Select School Year -

Region: - Select a region -

School District: - Select School District -

Center: - Select Center -

Impact Search

Display 10 records

Center Name	Activity	Date Submitted	Status	View
The Tiger Center FRYSC	FRYSC - Optional #3	11/1/2018	Submitted	View
The Tiger Center FRYSC	FRYSC - FIT (Families in Training)	10/31/2018	Submitted	View
The Tiger Center FRYSC	FRYSC - Optional #2	10/30/2018	Saved	View/Edit

When you return to the Impact Report tab after you have saved or submitted a report, you will see your reports at the bottom of the page. SAVED reports can be edited and printed. SUBMITTED reports can only be viewed and printed.

When Impact Reports are due, please finalize your Impact Reports and SUBMIT.

COMMON QUESTIONS/TROUBLESHOOTING

- 1.) **KOG applications, including FRYSC Counts!, are designed for use in Internet Explorer.**
While you may successfully use other browsers, sometimes due to compatibility issues, things will simply go wrong – error messages, inability to upload a document, etc. When something goes wrong, if you are not using Internet Explorer, please try that first to see if it resolves your issue.
- 2.) **Duplicate action components**
Please type “DELETE” in needs assessment data field of the component(s) you would like to have deleted and SAVE. Then send an email to tonya.cookendorfer@ky.gov. Be sure to include your center name and the name of the component(s) you would like to delete.
- 3.) **The coordinator would like to delete individual sections of an action component.**
Please type “DELETE” in the section(s) you would like to have deleted. Then send an email to tonya.cookendorfer@ky.gov. Be sure to include your center name and the name of the component(s).
- 4.) **The coordinator would like to delete a file that has been uploaded to the center or district page.**
Your regional program manager has access to delete files from the district and center pages and should be the first contact for deletions of this type. If your Regional Program Manager is unavailable, you may also contact tonya.cookendorfer@ky.gov or Katie.morris@ky.gov.

If at any time you experience issues that cannot be resolved with the information contained in this guide, please email tonya.cookendorfer@ky.gov to report the issue at your earliest convenience.

This user's guide will change with every new rollout, and the updated file will be available on the Forms and Documents portion of the DFRYSC web page

<https://chfs.ky.gov/agencies/dfrcvs/dfrysc>.

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